

LPITS Online Video Training Library

Video Subject: What New with Windows 7

During the interim period, the staff of Legislative Printing, Information and Technology Systems worked very hard strengthening the network infrastructure and upgrading the pc's in your offices with Microsoft Windows 7 operating system.

In this 3-minute video segment, you will learn about some of the advantages that Windows 7 has to offer users on our S.C. Legislative Network.

System Performance

System Performance is one of the most important features of Windows 7. Windows 7 operates more efficiently and reduces the time that it takes for you to log-in and log-off ...This means your pc is ready to work when you are.

You have probably noticed by now - that Windows 7 has replaced the Start button with a different icon. Clicking the Start Button activates the Start menu. The Start menu is one of the doorways to your computer files and applications - like Microsoft Word or Outlook.

USB devices

Windows 7 has also improved the way USB devices are managed - like **Flash Drives** or **Thumb Drives**. Simply plug-in the flash drive and it will become ready for use within seconds.

Web Browsing has Also Improved.

We have packaged Windows 7 with Internet Explorer Version 9 - which has many new enhancements -- like **Jump Lists**. When you point the **Internet Explorer icon** on the task bar and **right click**, a listing of recently visited websites will appear. This is a Jump List. Point to the link of the website that you would like to re-visit -- **left click** once. You'll instantly be returned to that website.

Legislative Printing has also added a new web browser called **Mozilla Firefox** to your computer's desktop. Having two web browsers gives you more flexibility in viewing different types of websites. We took the liberty of setting the S.C. Legislature website as the default home page for both web browsers.

How does windows 7 affect my applications like Microsoft Word and Microsoft Excel?

The **Save As** and **Open** dialogue boxes have changed in Microsoft Word, Excel and PowerPoint. *I'll show you using Microsoft Word as our example.*

When you activate the **Open Dialogue box** -- you will see that the designers of Windows 7 have moved the navigation pane to the left side of the dialogue box. Computer and network drives are now located near the bottom of the left navigation pane. You can display them by pulling down on the scroll bar. If you can't see your network identification letters - widen the navigation pane. **Double-click** on the drive that you desire to open to display its contents in the right pane..

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